



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
CARPENTER SPECIALIST
(HISTORICAL SERVICES)

PARKS, RECREATION AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for performing difficult, finished carpentry work, to include cabinetry, masonry, framing, roofing and preventive and building maintenance in the construction, modification and reconstruction of historic buildings, structures, sites and furnishings. May serve as a lead worker. Reports to the Construction Specialist.

ESSENTIAL JOB FUNCTIONS

Performs a variety of carpentry related tasks in the construction, modification, maintenance, and reconstruction of new or historic buildings and museum exhibit cases. Performs work in specialty areas such as cabinet making, framing, drywall installation and finishing, masonry and preventive and building maintenance to include roof, sheetrock, ceramic tile and window repairs. Makes forms for concrete work and pours concrete.

Operates equipment such as pick-up trucks and vans, drills, hand and table saws, routers, drill press, jointers, planers, aerial man lift and various hand tools.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Historical Construction – General knowledge of the principles and techniques of historic restorations as needed to assess structural problems and make necessary corrections. Knowledge of the procedures and methods for building, altering, repairing, and maintaining various structures, equipment, fixtures, and/or furniture as needed to construct and maintain properties and equipment. Knowledge of city codes, ordinances, and city and federal regulations regarding building construction, renovation and historic preservation as needed to construct and maintain historic properties.
- Equipment Operation – Thorough knowledge of the proper procedures for operating, inspecting and maintaining tools and related equipment as needed to construct and maintain properties and equipment. Knowledge of laws and regulations governing the operation of equipment and materials.

- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to equipment operation, hazardous materials, traffic patterns and conditions, and other work related precautions.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and courteous relationships with employees and the public. Able to effectively handle routine inquiries and complaints from or disputes with customers.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

REQUIRED ABILITIES

- Manual Labor - Performs heavy manual labor for long periods of time, and in all types of weather conditions.
- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication - Ability to listen and understand directions, information and ideas presented verbally or in writing. Ability to handle a variety of customer service issues with tact, diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of experience in finished carpentry work, building maintenance or a related field, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a sex offender registry check and a valid driver's license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation.

PHYSICAL REQUIREMENTS

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, depth, textures, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, weather, temperature and noise extremes, electric current, power tools, unsafe structures, heights, confined spaces, or traffic hazards.